



JOB DESCRIPTION

Title: **OPERATIONS MANAGER**
Department: Power
Class Code: 1860
FLSA Status: Exempt
Effective Date: March 1, 1985 (Rev. 07/2008)
Grade Number: 30

GENERAL PURPOSE

Under broad supervision from the General Manager, performs managerial work in directing the construction, operation and maintenance of the Murray City Power electrical system.

EXAMPLE OF DUTIES

- *-- Supervises the Operations Section of the Department, including staff and functions of line crews, installations, and forestry; hires, trains, evaluates, and disciplines employees; provides leadership and direction within the Section organization.
- *-- Handles pertinent personnel-related problems in the Department; attends meetings as a representative of Power operations; orders supplies and equipment necessary for efficient Departmental operation within scope of responsibility.
- Prepares Operations and Maintenance Budget applicable to area of responsibility and supervises all field O&M functions.
- *-- Reviews payroll for accuracy; signs payroll; assists in monitoring the progress of each of the pertinent crews in the Department.
- Prepares Operations portion of Capital Budget and supervises the operations of construction projects.
- *-- Deals with difficult problems that supervisors are unable to resolve.
- *-- Constructs, operates and maintains Murray City electrical system in accordance with prudent utility practices.
- Prepares and executes routine patrolling of all Murray Power electrical system and ensures completion of emergency and preventative maintenance when required.

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- *-- Performs all necessary action to ensure that adequate personnel scheduling, materials, equipment and other coverage is available for all construction, operational, maintenance and emergency functions.
- *-- Participates in weekly staff meeting and takes an active role in participative decision making philosophy of Murray Power Department.
- *-- Supervises and works in close coordination with Engineering, Planning, and Materials Supervisor to accomplish the efficient and timely completion of all construction projects, operations and maintenance requirements.
- *-- Takes the leading role in ensuring the Murray electrical system is in an acceptable state of reliability and continually makes assessments and recommendations on the current state of reliability of the Murray electrical system.
- Takes responsibility for all necessary paperwork which relates to the construction, operation and maintenance of the Murray Power system that have been assigned to this functional area.
- *-- Takes leading role in restoration of interrupted electrical service.
- *-- Enforces all city and department rules and policies and, in particular, all applicable city, state, and federal safety rules and regulations.
- Has "tailgate session" with subordinate employees; communicates status of area responsibility to General Manager on regular basis.
- Performs related duties as appropriate.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from High School plus must be a certified Journey Lineworker and four (4) years experience, two (2) of which must have been in a supervisory capacity, or any equivalent combination of education and experience. Electrical Engineering degree or related degree plus four (4) years of pertinent electrical utility experience to include supervisory can be substituted for Journey Lineworker status.

Special Requirements

- Must pass physical examination related to work requirements.
- Utah State Certification as a Journey Lineworker or Electrical Engineering or related Engineering Degree.

- Must possess a valid Utah Driver License.
- Must be available for call out or have designated substitute.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of linework; thorough knowledge of electricity; thorough knowledge of all of the circuits in the City and where to switch them during a crisis outage or interruption period. Thorough knowledge of the Murray City Power Department and the functions it performs.
- Skill in the operation of all departmental equipment. Skill in practicing power safety techniques.
- Skill in planning, scheduling, supervising, staffing and directing.
- Ability to make quick, accurate mathematical calculations; ability to create effective working relationships with employees and the public; ability to communicate verbally and in writing; ability to make decisions in an emergency situation.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job